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:AIG SIX EIGHT FIVE ZERO  
:AIG 7008  
:AIG 7300  
:AIG 7305  
:AIG 7407  
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:AIG 8626  
:AIG 8927  
:AIG 8995  
:AIG 9226  
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:AIG NINE NINE THREE SEVEN

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INFO

:PER DIEM TVL AND TRANS ALW COMTE ALEXANDRIA VA

:ARSTAF

XMT

:CDRTAPC ALEXANDRIA VA//TAPC-EPK/TAPC-EPL/

:TAPC-EPM/TAPC-EPO/TAPC-RM//

ACCT

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TEXT

:UNCLAS

SUBJECT: JTR CHANGE - REIMBURSEMENT FOR CONUS LODGING TAXES AND LAUNDRY/DRY CLEANING/PRESSING OF CLOTHING.

1. THIS CHANGE AFFECTS CIVILIAN PERSONNEL TRAVELING IAW THE JTR. THIS MESSAGE FORWARDS CHANGES WHICH WERE APPROVED BY THE SERVICES IN CAP ITEM 47-98 (FTR AMENDMENT 75-REIMBURSEMENT FOR CONUS LODGING TAXES AND LAUNDRY/DRY CLEANING/PRESSING OF CLOTHING COSTS).

2. CINCS PASS TO COMPONENT COMMANDERS AS APPROPRIATE. USDAO'S PASS TO SUPPORTING BUDGET AND FISCAL OFFICERS. PLEASE NOTIFY ALL COS, PAYING FOS AND ITOS OF ALL OTHER ELEMENTS OF UNIFORMED SERVICES CONCERNED.

3. THIS CHANGE IS EFFECTIVE 1 JAN 1999, AND APPLIES TO OFFICIAL TRAVEL PERFORMED ON OR AFTER 1 JANUARY 1999. THE JTR IS AMENDED AS FOLLOWS:

JTR, PAR. C4553-C1 AND 2 REVISED

1. MAXIMUM LODGING EXPENSE ALLOWANCE. PER DIEM RATES INCLUDE A MAXIMUM AMOUNT FOR LODGING EXPENSES. REIMBURSEMENT MAY NOT EXCEED ACTUAL LODGING COSTS UP TO THE APPLICABLE MAXIMUM AMOUNT. RECEIPTS FOR LODGING ARE REQUIRED (SEE PAR. C4555-I). (NOTE: THE MAXIMUM MOUNT ALLOWED FOR LODGING IN CONUS (SEE APPENDIX D) DOES NOT INCLUDE AN AMOUNT FOR LODGING TAXES. TAXES FOR LODGING IN CONUS ARE A SEPARATELY REIMBURSABLE TRAVEL EXPENSE. THE MAXIMUM AMOUNT ALLOWED FOR LODGING OCONUS (SEE APPENDIX B) INCLUDES AN AMOUNT FOR LODGING TAXES. LODGING TAXES FOR LODGING OCONUS ARE NOT SEPARATELY REIMBURSABLE.)

2. MEALS AND INCIDENTAL EXPENSES (M&IE) ALLOWANCE. PER DIEM RATES INCLUDE A FIXED ALLOWANCE FOR M&IE. THE M&IE RATE, OR FRACTION THEREOF, IS PAYABLE TO A TRAVELER WITHOUT ITEMIZATION OF EXPENSES OR RECEIPTS. (SEE PAR. C4557 FOR REDUCED INCIDENTAL EXPENSE ALLOWANCE WHEN GOVERNMENT QUARTERS ARE AVAILABLE ON AN OCONUS GOVERNMENT INSTALLATION.) THE PROPORTIONAL OR GOVERNMENT MESS RATE (C4554) SHALL NOT APPLY FOR THE FIRST AND LAST DAY OF TRAVEL. (NOTE: THE COST FOR LAUNDRY, DRY CLEANING AND PRESSING OF CLOTHING IS A SEPARATELY REIMBURSABLE EXPENSE IN ADDITION TO PER DIEM/AEA WHEN TRAVEL IS WITHIN CONUS AND REQUIRES AT LEAST 4 CONSECUTIVE NIGHTS TDY/PCS LODGING IN CONUS. THE COST FOR LAUNDRY, DRY CLEANING AND PRESSING OF CLOTHING ISN'T A SEPARATELY REIMBURSABLE TRAVEL EXPENSE FOR TRAVEL OCONUS AND IS INCLUDED AS A REIMBURSABLE EXPENSE WITHIN THE AEA AUTHORIZED/APPROVED FOR TRAVEL OCONUS.) (SEE PAR. C4557 FOR REDUCED INCIDENTAL EXPENSE ALLOWANCE WHEN GOVERNMENT QUARTERS ARE AVAILABLE ON AN OCONUS GOVERNMENT INSTALLATION.) THE PROPORTIONAL OR GOVERNMENT MESS RATE SHALL NOT APPLY FOR THE FIRST AND LAST DAY OF TRAVEL.

JTR, PAR. C4601-A REVISED

C4601 TYPES OF EXPENSES

A. EXPENSES ALLOWABLE. AEAS ARE ALLOWED FOR THE SAME TYPE OF EXPENSES ORDINARILY COVERED BY PER DIEM. THE FOLLOWING ARE ALLOWABLE:

1. \* \* \* \* \*;

2. \* \* \* \* \*;

3. \* \* \* \* \*;

4. EXPENSES FOR PERSONAL LAUNDRY AND CLEANING AND PRESSING OF CLOTHING (EXCEPT WHEN TRAVEL IS WITHIN CONUS AND REQUIRES AT LEAST 4 CONSECUTIVE NIGHTS TDY/PCS LODGING IN CONUS - SEE NOTE 1);

5. \* \* \* \* \*;

6. \* \* \* \* \*;

7. LOCAL TRANSPORTATION (I.E., BUS, SUBWAY) EXPENSES BETWEEN PLACES OF LODGING OR DUTY AND PLACES WHERE MEALS ARE TAKEN, IF SUITABLE MEALS CAN'T BE OBTAINED AT THE TDY SITE (NOTE: IF, IN THE OPINION OF THE ORDER-ISSUING AUTHORITY, SUITABLE MEALS CAN'T BE OBTAINED AT THE TDY SITE AND REIMBURSEMENT FOR THE COST OF TRAVEL TO OBTAIN SUITABLE MEALS PROVIDED IN THE INCIDENTAL EXPENSES IS INADEQUATE, REIMBURSEMENT MAY BE AUTHORIZED/APPROVED UNDER PAR. C2402;

8. TAXES (EXCEPT FOR LODGING TAXES FOR TRAVEL WITHIN CONUS - SEE NOTE 2) AND SERVICE CHARGES ON ANY OF THE EXPENSES IN ITEMS 1 THROUGH 6; AND

9. \* \* \* \* \*.

(NOTE 1: THE COST FOR LAUNDRY, DRY CLEANING AND PRESSING OF CLOTHING IS A SEPARATELY REIMBURSABLE EXPENSE IN ADDITION TO PER DIEM/AEA WHEN TRAVEL IS WITHIN CONUS AND REQUIRES AT LEAST 4 CONSECUTIVE NIGHTS TDY/PCS LODGING IN CONUS. THE COST FOR LAUNDRY, DRY CLEANING AND PRESSING OF CLOTHING ISN'T A SEPARATELY REIMBURSABLE TRAVEL EXPENSE FOR TRAVEL OCONUS AND IS INCLUDED AS A REIMBURSABLE EXPENSE WITHIN THE AEA AUTHORIZED/APPROVED FOR TRAVEL OCONUS.

NOTE 2: TAXES FOR LODGING IN CONUS ARE A SEPARATELY REIMBURSABLE TRAVEL EXPENSE AND NOT INCLUDED AS A PART OF THE LODGING COST FOR REIMBURSEMENT WITHIN THE AEA AUTHORIZED/APPROVED FOR TRAVEL IN CONUS.

LODGING TAXES FOR LODGING OCONUS AREN'T SEPARATELY REIMBURSABLE AND ARE PART OF THE LODGING COST FOR REIMBURSEMENT WITHIN THE AEA AUTHORIZED/APPROVED FOR TRAVEL OCONUS.

JTR, PAR. C4606, TEXT PRECEDING EXAMPLE 1 IS REVISED AS SHOWN  
C4606 COMPUTATION EXAMPLES

FOLLOWING ARE EXAMPLES OF COMPUTING ALLOWANCES WHEN TRAVEL IS AUTHORIZED ON AN ACTUAL EXPENSE BASIS AND ON AN ACTUAL EXPENSE AND PER DIEM BASIS ON THE SAME TRIP:

NOTE 1: THE PER DIEM RATES AND MILEAGE ALLOWANCES USED IN THE FOLLOWING EXAMPLE(S) ARE FOR ILLUSTRATIVE PURPOSES ONLY AND DON'T REFLECT CURRENT ALLOWANCES. PLEASE CHECK APPENDIX B AND D, AS APPROPRIATE, FOR CURRENT PER DIEM RATES AND PARS. C4250 (PCS) AND C4651 (TDY) FOR CURRENT MILEAGE RATES.

NOTE 2: TAXES FOR LODGING IN CONUS ARE A SEPARATELY REIMBURSABLE TRAVEL EXPENSE AND NOT INCLUDED AS A PART OF THE LODGING COST FOR REIMBURSEMENT WITHIN THE AEA AUTHORIZED/APPROVED FOR TRAVEL IN CONUS.

LODGING TAXES FOR LODGING OCONUS AREN'T SEPARATELY REIMBURSABLE AND ARE PART OF THE LODGING COST FOR REIMBURSEMENT WITHIN THE AEA AUTHORIZED/APPROVED FOR TRAVEL OCONUS.

NOTE 3: THE COST FOR LAUNDRY, DRY CLEANING AND PRESSING OF CLOTHING IS A SEPARATELY REIMBURSABLE EXPENSE IN ADDITION TO PER DIEM/AEA WHEN TRAVEL IS WITHIN CONUS AND REQUIRES AT LEAST 4 CONSECUTIVE NIGHTS TDY/PCS LODGING IN CONUS. THE COST FOR LAUNDRY, DRY CLEANING AND PRESSING OF CLOTHING ISN'T A SEPARATELY REIMBURSABLE TRAVEL EXPENSE FOR TRAVEL OCONUS AND IS INCLUDED AS A REIMBURSABLE EXPENSE WITHIN

THE AEA AUTHORIZED/APPROVED FOR TRAVEL OCONUS.

EXAMPLE 1

\* \* \* \* \*

JTR, PAR. C4709-A REVISED BY INSERTING NEW TEXT IN ITEMS 5, 6, 7C, 8, 14 AND 15

C4709 MISCELLANEOUS EXPENSES

A. GENERAL. REIMBURSEMENT IS ALLOWED FOR NECESSARY TRAVEL-RELATED MISCELLANEOUS EXPENSES INCURRED IN THE CONDUCT OF OFFICIAL BUSINESS. THESE EXPENSES INCLUDE:

1. \* \* \* \* \*;

2. \* \* \* \* \*;

3. \* \* \* \* \*;

4. \* \* \* \* \*;

5. TAXES FOR LODGING IN CONUS LIMITED TO THE TAXES ON REIMBURSABLE LODGING COSTS ( FOR EXAMPLE IF THE TRAVELER IS AUTHORIZED A MAXIMUM LODGING RATE OF \$50 PER NIGHT, AND THE TRAVELER ELECTS TO STAY AT A HOTEL THAT COSTS \$100 PER NIGHT, THE TRAVELER CAN ONLY CLAIM THE AMOUNT OF TAXES ON \$50, WHICH IS THE MAXIMUM AUTHORIZED LODGING AMOUNT) (TAXES FOR LODGING OCONUS ARE PART OF PER DIEM AND AREN'T SEPARATELY REIMBURSABLE);

6. COST FOR PERSONAL LAUNDRY AND DRY CLEANING AND PRESSING OF CLOTHING WHEN TRAVEL IS WITHIN CONUS AND REQUIRES AT LEAST 4 CONSECUTIVE NIGHTS TDY/PCS LODGING IN CONUS;

7. FEES FOR:

A. CURRENCY CONVERSION;

B. CASHING UNITED STATES GOVERNMENT CHECKS OR DRAFTS ISSUED FOR REIMBURSEMENT OF EXPENSES INCURRED FOR TRAVEL IN FOREIGN COUNTRIES, BUT NOT INCLUDING CASHING CHECKS OR DRAFTS FOR SALARY;

C. AIRPORT TRANSIT, SERVICE CHARGES OR TAXES, LANDING, PORT TAXES, EMBARKATION/ DEBARKATION, FOREIGN COUNTRY EXIT FEES OR SIMILAR MANDATORY CHARGES ASSESS AGAINST TRAVELERS ON ARRIVAL/DEPARTURE FROM CARRIER TERMINALS WHEN NOT INCLUDED IN THE COST OF THE TICKET (52 COMP. GEN. 73 (1972));

8. NECESSARY STENOGRAPHIC, TYPING SERVICES, DATA PROCESSORS OR RENTAL OF TYPEWRITERS IN CONNECTION WITH THE PREPARATION OF REPORTS OR CORRESPONDENCE;

9. CLERICAL ASSISTANCE;

10. SERVICES OF GUIDES, INTERPRETERS, PACKERS, DRIVERS OF VEHICLES;

11. STORAGE OF PROPERTY USED ON OFFICIAL BUSINESS;

12. RENTAL FOR ROOMS AT A HOTEL OR OTHER PLACE IN ORDER TO TRANSACT OFFICIAL BUSINESS;

13. CHARGES FOR INOCULATIONS WHICH CAN'T BE OBTAINED THROUGH A FEDERAL DISPENSARY FOR TRAVEL OUTSIDE CONUS, BUT NOT INCLUDING ANY TRAVEL EXPENSES WHICH MAY BE INCURRED ON OBTAINING REQUIRED INOCULATIONS;

14. USE OF COMPUTERS, PRINTERS, FAXING MACHINES AND SCANNERS;

15. FAXES, TELEGRAMS, CABLEGRAMS, OR RADIOGRAMS; AND

16. SIMILAR EXPENSES.

JTR, APPENDIX A, DEFINITION OF PER DIEM REVISED AS SHOWN PER DIEM ALLOWANCE.

THE PER DIEM ALLOWANCE (ALSO REFERRED TO AS SUBSISTENCE ALLOWANCE) IS A DAILY PAYMENT INSTEAD OF REIMBURSEMENT FOR ACTUAL EXPENSES FOR LODGING, MEALS AND RELATED INCIDENTAL EXPENSES. THE PER DIEM ALLOWANCE IS SEPARATE FROM TRANSPORTATION EXPENSES AND OTHER MISCELLANEOUS EXPENSES. THE PER DIEM ALLOWANCE COVERS ALL CHARGES, INCLUDING TAXES (EXCEPT TAXES FOR LODGING IN CONUS -SEE NOTE 1 BELOW) AND SERVICE CHARGES WHERE APPLICABLE FOR:

1. LODGING. THE TERM "LODGING" INCLUDES EXPENSES FOR OVERNIGHT SLEEPING FACILITIES; BATHS; PERSONAL USE OF THE ROOM DURING DAYTIME, TELEPHONE ACCESS FEE; AND SERVICE CHARGES FOR FANS, AIR CONDITIONERS, HEATERS AND FIRES FURNISHED IN ROOM WHEN SUCH CHARGES AREN'T INCLUDED IN THE ROOM RATE. THE TERM "LODGING" DOESN'T INCLUDE ACCOMMODATIONS ON AIRPLANES, TRAINS, BUSES OR SHIPS. SUCH COST IS INCLUDED IN THE TRANSPORTATION COST AND ISN'T A LODGING EXPENSE.

(NOTE 1: THE MAXIMUM AMOUNT ALLOWED FOR LODGING IN CONUS (SEE APPENDIX D) DOES NOT INCLUDE AN AMOUNT FOR LODGING TAXES. TAXES FOR LODGING IN CONUS ARE A SEPARATELY REIMBURSABLE TRAVEL EXPENSE. THE MAXIMUM AMOUNT ALLOWED FOR LODGING OCONUS (SEE APPENDIX B) INCLUDES AN AMOUNT FOR LODGING TAXES. LODGING TAXES FOR LODGING OCONUS AREN'T SEPARATELY REIMBURSABLE.)

2. MEALS. EXPENSES FOR BREAKFAST, LUNCH AND DINNER AND RELATED TIPS AND TAXES (SPECIFICALLY EXCLUDED ARE ALCOHOLIC BEVERAGE AND ENTERTAINMENT EXPENSES, AND ANY EXPENSES INCURRED FOR OTHER PERSONS).

3. INCIDENTAL EXPENSES RELATED TO SUBSISTENCE.

A. FEES AND TIPS TO PORTERS, BAGGAGE CARRIERS, BELLHOPS, HOTEL MAIDS, STEWARDS OR STEWARDESSES AND OTHERS ON SHIPS, AND HOTEL SERVANTS IN FOREIGN COUNTRIES.

B. LAUNDRY, CLEANING AND PRESSING OF CLOTHING (EXCEPT WHEN TRAVEL IS WITHIN CONUS AND REQUIRES AT LEAST 4 CONSECUTIVE NIGHTS TDY/PCS LODGING IN CONUS - SEE NOTE 2 BELOW).

C. LOCAL TRANSPORTATION (I.E., BUS, SUBWAY) EXPENSES BETWEEN PLACES OF LODGING OR DUTY AND PLACES WHERE MEALS ARE TAKEN IF SUITABLE MEALS CAN'T BE OBTAINED AT THE TDY SITE (NOTE: IF, IN THE OPINION OF THE ORDER-ISSUING AUTHORITY, SUITABLE MEALS CAN'T BE OBTAINED AT THE TDY SITE AND REIMBURSEMENT PROVIDED IN THE INCIDENTAL EXPENSES FOR THE COST OF TRAVEL TO OBTAIN SUITABLE MEALS IS INADEQUATE, REIMBURSEMENT MAY BE AUTHORIZED/APPROVED UNDER PAR. C2402.).

D. TELEGRAMS AND TELEPHONE CALLS NECESSARY TO RESERVE LODGING ACCOMMODATIONS.

E. MAILING COSTS ASSOCIATED WITH FILING TRAVEL VOUCHERS AND PAYMENT OF GOVERNMENT-SPONSORED CREDIT CARD BILLINGS.

(NOTE 2: THE COST FOR LAUNDRY, DRY CLEANING AND PRESSING OF CLOTHING IS A SEPARATELY REIMBURSABLE EXPENSE IN ADDITION TO PER DIEM/AEA WHEN TRAVEL IS WITHIN CONUS AND REQUIRES AT LEAST 4 CONSECUTIVE NIGHTS TDY/PCS LODGING IN CONUS. THE COST FOR LAUNDRY, DRY CLEANING AND PRESSING OF CLOTHING ISN'T A SEPARATELY REIMBURSABLE TRAVEL EXPENSE FOR TRAVEL OCONUS AND IS INCLUDED AS A REIMBURSABLE EXPENSE WITHIN THE AEA AUTHORIZED/APPROVED FOR TRAVEL OCONUS.)

JTR APPENDIX O, PAR. T4040-A1C AND 3 REVISED BY ADDING A NOTE AFTER EACH PARAGRAPH

C. IF GOVERNMENT QUARTERS AREN'T AVAILABLE, REIMBURSEMENT IS AUTHORIZED FOR THE ACTUAL COST OF LODGING, BASED ON THE SINGLE OCCUPANT RATE, UP TO THE MAXIMUM FOR THE TDY SITE OR STOPOVER LOCATION. IF THE CTO CAN FIND ONLY LODGINGS THAT COST MORE THAN THE PUBLISHED MAXIMUM RATE, THE AO MAY AUTHORIZE THE HIGHER AMOUNT SUCH THAT THE LODGING COST AND THE M&IE DON'T EXCEED 300 PERCENT OF THE PUBLISHED RATE (LODGING PLUS M&IE). THE CTO MUST PUT THESE RATES ON THE TRIP RECORD. THE TRAVELER IS RESPONSIBLE FOR ANYTHING CHARGED BEYOND THE BASIC ROOM FEE AND TAXES. TRAVELERS ARE TO KEEP ALL LODGING RECEIPTS.

(NOTE: THE MAXIMUM AMOUNT ALLOWED FOR LODGING IN CONUS (SEE APPENDIX D) DOES NOT INCLUDE AN AMOUNT FOR LODGING TAXES. TAXES FOR LODGING IN CONUS ARE A SEPARATELY REIMBURSABLE TRAVEL EXPENSE. THE MAXIMUM

AMOUNT ALLOWED FOR LODGING OCONUS (SEE APPENDIX B) INCLUDES AN AMOUNT FOR LODGING TAXES. LODGING TAXES FOR LODGING OCONUS AREN'T SEPARATELY REIMBURSABLE.)

3. INCIDENTAL EXPENSES (IE). TRAVELERS ARE PAID AN ALLOWANCE FOR MISCELLANEOUS EXPENSES, SUCH AS TIPS AND LAUNDRY, INCURRED WHILE TRAVELING. THIS IS THE IE PART OF THE M&IE. THE DAILY IE ENTITLEMENT IN CONUS IS \$2.00. THE OCONUS DAILY IE ENTITLEMENT IS THE RATE FOR THE APPLICABLE LOCALITY PER DIEM, OR \$3.50 WHEN THE ORDER-ISSUING AUTHORITY DETERMINES \$3.50 TO BE ADEQUATE FOR ANTICIPATED INCIDENTAL EXPENSES.

(NOTE: THE COST FOR LAUNDRY, DRY CLEANING AND PRESSING OF CLOTHING IS A SEPARATELY REIMBURSABLE EXPENSE FOR CIVILIAN EMPLOYEES IN ADDITION TO PER DIEM/AEA WHEN TRAVEL IS WITHIN CONUS AND REQUIRES AT LEAST 4 CONSECUTIVE NIGHTS TDY LODGING IN CONUS. THE COST FOR LAUNDRY, DRY CLEANING AND PRESSING OF CLOTHING ISN'T A SEPARATELY REIMBURSABLE TRAVEL EXPENSE FOR TRAVEL OCONUS AND IS INCLUDED AS A REIMBURSABLE EXPENSE WITHIN THE AEA AUTHORIZED/APPROVED FOR TRAVEL OCONUS.)

4. THESE CHANGES ARE SCHEDULED TO APPEAR IN PRINTED CHANGE 401, OF THE JTR, VOL 2, DATED 1 MARCH 1999.

5. QUESTIONS REGARDING THIS MESSAGE SHOULD BE FORWARDED TO THE CIVILIAN ADVISORY PANEL (CAP) MEMBER FOR THE APPROPRIATE SERVICE. THEIR ADDRESSES ARE FOUND IN THE JTR INTRODUCTION UNDER FEEDBACK REPORTING.

6. FOR ADDITIONAL TRAVEL AND TRANSPORTATION INFORMATION PLEASE SEE OUR WEBSITE AT: [HTTP://WWW.DTIC.MIL/PERDIEM](http://WWW.DTIC.MIL/PERDIEM)